



All Community Development permit applications are submitted through the *PROJECT PORTAL* link below. You will need to create an account and once you receive confirmation, you will be able to fill out the application and upload any supporting documents. THE APPLICATIONS AND CHECKLISTS PROVIDED HERE ARE FOR REFERENCE ONLY.

<https://cityworks.brookhavenga.gov/ProjectPortal>



Zoning Certification Letter Request

The City of Brookhaven Community Development Department will certify the zoning on a parcel of property located within the incorporated limits of Brookhaven. Please include the following items in your request:

1. A letter requesting zoning certification. Please include document delivery instructions.
2. Survey plat of the subject property prepared and sealed within the last 10 years by a professional engineer, landscape architect or surveyor. The plat must include:
 - a. All property boundaries
 - b. All existing buildings and structures
 - c. Total acreage/square footage of the property
3. A typed **legal description** of the property.
4. Please submit online at:

<https://cityworks.brookhavenga.gov/ProjectPortal>

Online payment is required at time of submission or the request will be denied

Our office will provide a letter certifying zoning, conditions of zoning, if any, and the section from the Zoning Ordinance that outlines the permitted uses in the zoning district. Be advised that conditions of zoning supersede the Zoning Ordinance.

Please allow up to 30 business days for processing, not including delivery time.

Please be advised that the Planning & Zoning Section does not certify conformance with the standards contained in the Zoning Ordinance and/or the Development Regulations, or confirm conformance with building codes, fire codes, sewer or water ordinances. If you need additional information, please contact the Planning & Zoning Department at (404) 637-0500.